



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 10, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 11, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, January 25, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Statewide Records Center Manager
Office of Finance & Administration
Bureau of Business Services
Springfield

Attachments
40953

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, January 25, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary:	\$5,015 - \$7,085*
Position Title:	Statewide Records Center Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-40-803-20-01	IPR#:	40953

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Business Services/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for managing the department's Records & Information Management Program for both core mission and administrative records; and supervising the department's records center and taking on a leadership role in the planning, implementation and maintenance of the department's statewide Electronic Records & Information Management (eRIM) Program.

Special Qualifications:

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college, preferably with major courses in public or business administration and records and information management
- Five years' experience in the field of records and information management, public or business administration
- Working knowledge of records and information management techniques and organizational concepts
- Ability to plan and direct efforts of employees for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	1/7/2016	POSITION:	Statewide Records Center Manager
APPROVED BY:	<i>Lori Campbell</i>	OFFICE/DIVISION:	Office of Finance & Administration Bureau of Business Services
CODE:	PW414-23-40-803-20-01	REPORTS TO:	Quality & Document Management Services Section Chief

Position Purpose

Under general direction of the Quality & Document Management Services Section Chief, responsible for managing the department records & information management program for both core mission and administrative records, regardless of medium or format.

Dimensions

Subordinates	10 direct
Retention schedules	± 350
Annual Volume of Agency Records	+ 1,000,000
Annual Work Orders	± 150
Records Disposals	± 10,000 cf
Records Transfers	± 5,000 cf

Nature and Scope

This position reports to the Quality & Document Management Services Section Chief, as do the Document Support Unit Manager, Duplicating Unit Manager, Mail Services Manager, Technical Reference Librarian, and Executive Secretary I. Reporting to this position are the Records Center Liaison, Office Coordinator, Office Assistants, and Microfilm Operator I.

The incumbent serves as the department's technical expert on agency-wide electronic and non-electronic records & information management issues. S/He advises management on adequacy of documentation and creation and management of agency records, keeping management informed of current and projected operational requirements, issues, legislative, and regulatory matters. This position facilitates communication among all offices/divisions in matters related to records/information assets and the management of those assets. The incumbent works closely and proactively with department information technology personnel and legal counsel to ensure records/information assets are managed to ensure accountability, protect the interests of the public, and mitigate records-related litigation risks. This position takes a leadership role in the transformation of agency records management processes to address the challenges posed by electronic records & information management.

The greatest challenge to the incumbent entails the efficient and effective conversion of the department's hard copy records management systems to an electronic system(s), ensuring records are available when needed, high quality scanning and microfilming services meet the requirements of the State Records Commission (44 Ill Adm. Code 4400) and that all critical deadlines are met in a timely, cost-effective and accurate manner. A typical problem is ensuring all Offices and Divisions are aware of their RIM responsibilities to ensure their

records and information are handled in accordance with the State Records Act and federal recordkeeping requirements.

The incumbent is personally responsible for participating in the planning process for all major information systems to ensure that records management functionality appropriate to the records/information assets they support is included in system design. S/He advises program managers and IT managers on metadata requirements necessary to achieve this functionality. This position works with the QDMS Section Manager and the CIO (or designee) to build records management functionality into the department's enterprise architecture and to ensure that records management technology in use is consistent with departmental enterprise architecture. S/He oversees the implementation of departmental policy and guidance for record-keeping in accordance with the department's strategic plan, the State Records Act, federal records management requirements, applicable national/international professional records & information management standards and best practices.

Directs the following staff of records management professionals responsible for the implementation of the records & information management program:

Records Center Liaison who coordinates the daily activities of the Records Center and provides technical support as the liaison between the individual offices within the department and the Illinois State Archives, the State Records Center and the ILSOS State Records management Unit, and provides records and information management guidance to department employees to facilitate the department's compliance with the State Records Act.

Office Coordinator who performs complex, technical secretarial and office support functions for the Records Center.

Office Assistants who are responsible for filing, retrievals, and refiles; scanning and document preparation; conducting quality inspections; facilitating records disposal and transfers; and providing support to Records Center customers.

Microfilm Operator who operates a variety of microfilming equipment to produce copies of documents for permanent record storage.

The incumbent is constrained by the requirements of the State Records Act, federal recordkeeping requirements, the requirements of the State Records Commission (44Ill Adm. Code 4400), and applicable department policies and procedures. This position trains and evaluates staff, providing day-to-day guidance as required.

In performing these functions, the incumbent maintains daily contact with employees at all levels across the agency. Outside contacts include the Illinois State Archives, other state agencies, and vendors.

The effectiveness of this position is measured by the incumbent's ability to facilitate compliance with the State Records Act department wide, as well as providing high quality imaging and microfilming services to the department.

Principal Accountabilities

1. Play a leadership role in the planning, development, implementation, and administration of electronic records management at the department.
2. Ensures records management services are provided to all department offices in a timely manner.
3. Plans, creates, and maintains controlled records & information management procedures for Records Center and department staff.

4. Supervises and directs the operation of the department's Records Center to provide accurate records storage and retrieval and high quality digital imaging and microfilm services in a courteous, expeditious, cost-effective and accurate manner.
5. Train employees in the use and maintenance of various complex tracking and quality control systems; evaluates subordinates to ensure a well-developed and competent staff.
6. Serve as liaison with outside vendor(s), organizations and department staff; advises users of electronic records management functions, processes and procedures; consults with and teaches department staff about requirements for digital imaging.
7. Performs other duties as required or assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.